



DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF JUSTICE	RELEASE DATE:	Tuesday, April 1, 2014
POSITION TITLE:	Senior Assistant Attorney General, CEA, Licensing Section, Civil Law Division	FINAL FILING DATE:	Monday, April 14, 2014
CEA LEVEL:	SENIOR ASSISTANT ATTORNEY GENERAL, C.E.A. (5739)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$10,275.00 - \$11,903.00 / Month	BULLETIN ID:	03212014_3

POSITION DESCRIPTION

Under the direction of the Chief Assistant Attorney General, Civil Law Division, the Senior Assistant Attorney General plans, organizes and directs the work of the statewide Licensing Section staff. The Licensing Section represents approximately 35 licensing boards, bureaus and commissions in both administrative and trial court proceedings to deny, revoke or suspend licenses in cases brought against state-licensed professionals - including, among others; accountants, auto repair and smog check technicians, chiropractors, contractors, dentists, registered and vocational licensed nurses, optometrists, structural pest control firms, pharmacists, veterinarians, etc. Representation by this section involves client advice and consultation, and appearances before state and federal administrative and judicial tribunals including seeking interim suspension orders, orders compelling mental and/or physical examinations of licensees and Penal Code 23 restrictions on the scope of practice of licensees charged with criminal conduct. The Senior Assistant is responsible for supervision of the section's litigation and advice functions; serves as the Attorney General's principal liaison and point of contact for legal services with the section's clients; serves as technical and legal advisor to the Attorney General on matters within the section's legal and electronic case management programs and on legal issues and proposed legislation impacting the Department of Justice; represents the Attorney General before courts, the Legislature, the public and other governmental agencies and the Governor's Office; consults with the Chief Assistant in the development and formulation of legal and litigation policy and program objectives, personnel management and employee utilization; has principal responsibility for personnel management and employee utilization within the section; provides direction and guidance to subordinates through the supervising deputy structure; may personally assist subordinates in complex litigation; prepares annual budget requests and performs ongoing programmatic monitoring and reporting functions. Particularly important, the incumbent must possess the ability to, with intentionality and design, both anticipate and monitor Licensing Section staff in terms of electronic case management data collection in order to provide solid statistical support for client workload accountability and timeliness.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and Ten years of experience performing legal duties, four years of which must been at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California state service. Applicants who have completed nine and one-half years of the required total legal experience and three and one-half years of the required experience comparable to the Deputy Attorney General III level may be admitted into the examination but must complete the required 10 years' total legal experience and the four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.)

Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

KNOWLEDGE AND ABILITIES

Knowledge of: Scope and character of California statutory law and provisions of the California Constitution; statutes and constitutional provisions governing the organization, duties, powers, and conduct of the work of the Attorney General's Office and the Department of Justice; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies; organization, functions, and processes of the legislative branch; the State's criminal justice system; legal research methods; methods and problems involved in administering the work of a governmental law office; training principles and techniques in the production of motion pictures, television programs and other training materials; principles of supervision and personnel management; Department's equal employment opportunity Program objectives; a manager's role in the equal employment opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to: Perform and direct legal and programmatic research; plan and direct the activities of a staff of lawyers and other technical personnel; coordinate with other sections of the Department and with local jurisdictions; address an audience effectively; analyze difficult and complex legal problems; and apply legal principles and precedents to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form; give advice and assistance as a consultant in a particular field of law; analyze and draft proposed legislative measures; handle difficult legal correspondence; establish and maintain effective communications between legislators, legislative staff members, legislative committees, the Legislative Analyst, professional law enforcement organizations, and other local, State and Federal agencies, and the Department of Justice; win the confidence and respect of members of the legal profession, local law enforcement and criminal justice personnel, and other persons contacted in the course of work; effectively contribute to the Department's equal employment opportunity objectives.

DESIRABLE QUALIFICATION(S)

1. Demonstrated leadership and the ability to plan, supervise and properly delegate in order to build and maintain a solid management team of SDAGs to oversee a large staff of Deputy Attorneys General in five geographic locations representing a wide variety of client agencies.
2. A demonstrated ability to make timely and informed decisions relative to the administration of the Licensing Section's work based on an understanding of the applicable administrative, statutory, case

and constitutional laws, investigative techniques, rules of evidence and privacy and the conduct of proceedings in administrative, state and federal courts, as well as appellate courts.

3. Possesses the self-motivation to make him or herself readily available and with the ability to provide advice and representation to client agencies regarding consumer protection and administrative licensee disciplinary issues.
4. An ability to interact positively and effectively with client representatives, subordinates and other members of the Attorney General's Office, at all levels.
5. An ability to inculcate a culture of cooperation, accountability and collegiality designed to nurture good external client relations and simultaneously bolster and nurture morale internally.
6. Ability to consult and plan with the Chief Deputy Attorney General and/or the Chief Assistant Attorney General in the development and formulation of operational, legal and other program objectives.
7. An ability and desire to constantly monitor and critically evaluate existing systems, including eliminating or creating new systems, processes and infra-structures designed to promote operational excellence and efficiency while producing a high quality legal work-product and client service.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Senior Assistant Attorney General, CEA, Licensing Section, Civil Law Division**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

The examination will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and work experience as it relates to the "Desirable Qualifications" and also serve as documentation of each candidate's ability to present information clearly and concisely in writing. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list which could be used to fill this position for a period of up to twelve months. Interviews may be conducted as part of the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF JUSTICE, Personnel Programs
1300 I Street, Suite 720, Sacramento, CA 95814
Lorna Prater | (916) 322-6963 | lorna.prater@doj.ca.gov

ADDITIONAL INFORMATION

Questions regarding this position should be directed to Lorna Prater at (916) 322-6963.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s5/s5739.txt>